



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 369TH SIGNAL BATTALION  
15TH REGIMENTAL SIGNAL BRIGADE  
FORT GORDON, GEORGIA 30905-5000

REPLY TO  
ATTENTION OF:

ATZH-TBA

30 August 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum # 7 – **Family Time**

1. **APPLICABILITY:** This policy applies to all 369<sup>th</sup> Service members, and civilians were possible.
2. **STATEMENT OF MILITARY PURPOSE AND NECESSITY:** Service members and their families are the heart and soul of the organization and the Army. In this era of persistent conflict and demanding operational tempo, quality time with families has never been more important for the continuing vitality of our Army. Our goal is to preserve and protect predictable time so families can plan family activities in support of personal needs and desires.

3. **POLICY.**

a. Family Time. **On Thursdays** the 369<sup>th</sup> Signal Battalion observes Family Time. Soldiers working a typical duty day will be released NLT 1500. For service members with mission related activities that extend beyond 1500, leaders will ensure that all Soldiers receive **2 hours (120 minutes) on Thursdays** consecutively. Work schedule for shifts and staff should mirror the following:

1. 1st Shift Instructors: Work between the hours of 0400 – 1500 should be released during the targeted 1500 release time on Thursdays.
2. 2nd Shift Instructors: Physical Readiness Training (PRT) currently at 0400 (hot season), then report back for work later from 1100-1830 on Thursdays.
3. BN/Company Staff, PSGs/SLs, and CMD Teams: Based on non-typical work schedules, alternate weeks with half of the staff/CMD Team one week, the other half the next (or alternate days within the same week).

b. Exceptions to Policy. The authority for exceptions to this policy is the undersigned. Requests for exceptions will be coordinated directly with the undersigned or the Executive Officer.

c. The policy is effective upon signature and will remain in effect until superseded or rescinded and applies to all units and directorates within 369<sup>th</sup> Signal Battalion. This policy will be permanently posted on unit and directorate bulletin boards.

E-Signed by: BROOKS, SCOTT DAVID 1016635150  
VERIFY authenticity with Approvals

SCOTT D. BROOKS  
LTC, SC  
Commanding

DISTRIBUTION:

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